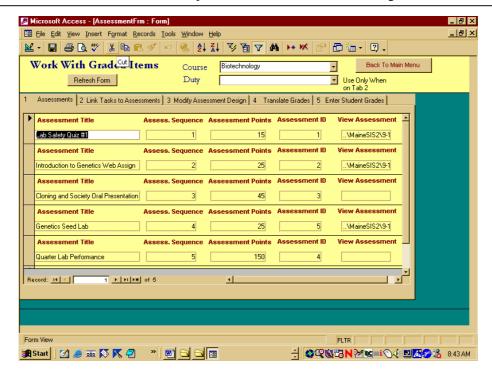


Working With Graded Items Main Menu

By clicking on the appropriate tab, you will be able to:

1.	Work with Assessments	Tab 1
2.	Link Tasks to Assessments	Tab 2
3.	Modify Assessment Design	Tab 3
4.	Translate Grades to MLR Performance	Tab 4
5.	Enter Student Grades	Tab 5

- 1. Use the upper Duty selector only when linking tasks to assessments (tab 2).
- 2. Use the upper Refresh Form button to immediately "see" assessment design changes (tab 3).
- 3. Use tab 5 (Enter Student Grades) when not "translating" grades to MLR performance.



Working With Graded Items - Assessments Tab 1

Use this form to enter assessments or projects that have associated point values or grades.

Assessment Title - Enter the Assessment or project title.

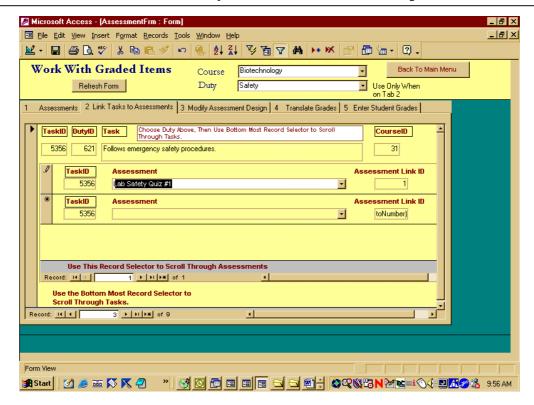
Assessment Sequence - Enter a different sequence number for each assessment in order to assign a desired sequence (of assessments or projects) in associated forms and reports.

Assessment Points - Enter the point value for the assessment or project.

Assessment ID - This identifying number is automatically assigned by SIS.

View Assessment - Right click to browse and assign a hyperlink directly to your assessment or project. You may use the SIS curriculum folder for your subject area in order to warehouse your curriculum items in electronic format. Once a hyperlink is established, simply left click to view the assessment or project.

- 1. The upper Duty selector is not required when working on this tab (tab 1).
- 2. This tab interacts with all assessments created in Main Menu button H Add / Edit Assessment Info.



Working With Graded Items - Link Tasks to Assessments Tab 2

Use this form to associate learning tasks to specific assessments or projects.

Upper Duty Combo Box - Select the appropriate duty area.

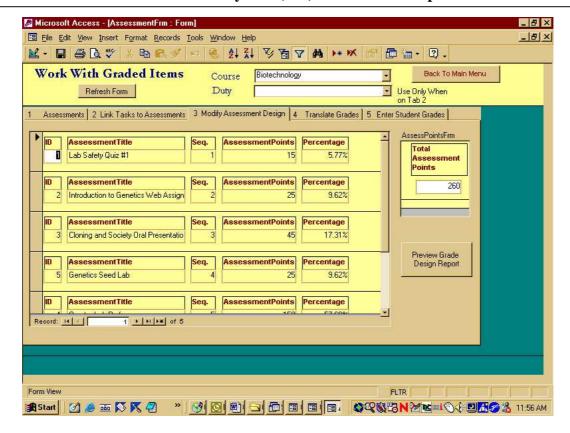
Task - Use the bottom most record selector to scroll through the selected duty area tasks. Select the appropriate learning task to link.

Assessment - Use the next higher record selector to scroll though available assessments. Select the appropriate assessment or project to link. If the learning task links to other assessments, move your mouse into the next lower (empty) link record and repeat the assessment linking process.

Assessment Link ID - This identifying number is automatically assigned by SIS.

Establishing More Links - Select new tasks or tasks in a new duty area by using the duty area combo box and the bottom most record selector. Repeat the linking process by then selecting the appropriate assessments to link to the selected tasks as above.

- 1. The upper Duty selector is required when working on this tab (tab 2).
- 2. This tab interacts with all program task links created in Main Menu button I Link Tasks to Assessments.
- 3. If you make a mistake you can delete the link record. You can delete the link record by highlighting the link record and pressing the delete key. Highlight the link record by left clicking on the colored area for that link record, directly to the left of the Task ID-Assessment-Assessment Link ID.



Working With Graded Items - Modify Assessment Design Tab 3

Use this form to evaluate or modify assessment point values and design.

Assessment Title - Use the side bar or record selector to scroll through program assessments or projects. You may modify the assessment title.

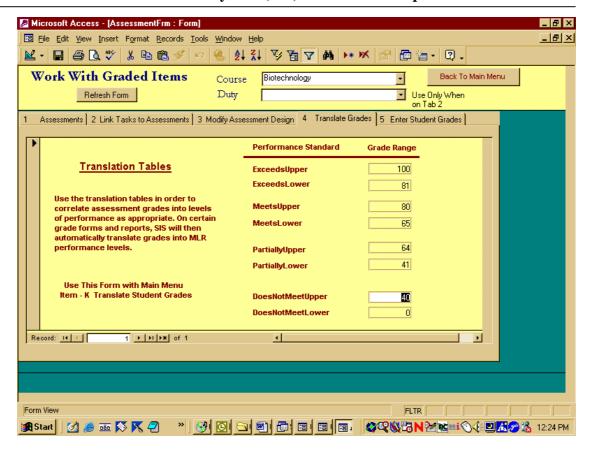
Assessment Sequence - Enter a different sequence number for each assessment in order to assign a desired sequence (of assessments or projects) in associated forms and reports. You may modify the assessment sequence. Use the Refresh Form button after data entry to view updated sequence.

Assessment Points - Enter the point value for the assessment or project. You may modify the assessment point value.

Percentage - This block divides individual assessment points by total program assessment points. Use the Refresh Form button after data entry to view updated values.

Total Assessment Points - This block computes the point sum of all program assessments or projects. Use the Refresh Form button after data entry to view updated values.

- 1. The upper Duty selector is not required when working on this tab (tab 3).
- 2. Modification to an assessment point value will affect student grades on future forms and reports if student point values have already been entered for that assessment. Example: changing a 25-point quiz to 15 points would shift all student grades higher. This new grade would automatically be reflected in student grade forms and reports made **AFTER** making the change to the assessment.



Working With Graded Items - Translate Grades Tab 4

Use this form to translate or convert grades to a four level Maine Learning Results (MLR) type of performance standard.

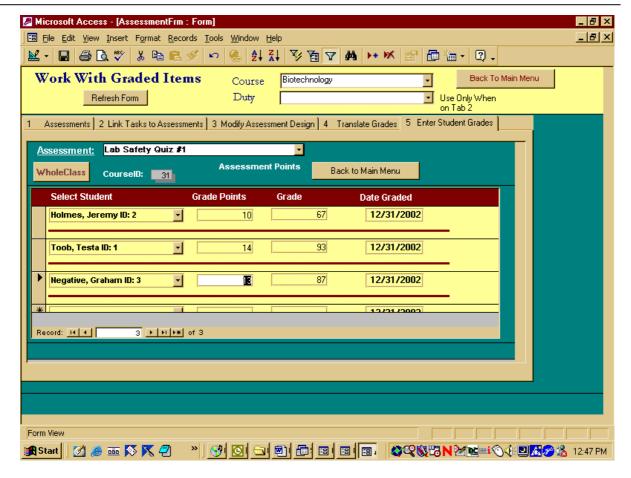
This experimental form is applicable for **AN ENTIRE SCHOOL** and is currently not able to differentiate conversion ratios by individual program or assessment.

When entering student grades with MLR translation - Use Main Menu button K- Translate Student Grades. Working With Graded Items, Tab 5, Enter Student Grades should be used when a conversion to MLR performance levels is **NOT** required.

Grade Range - Enter the point values that correspond to the upper and lower range for each of the four MLR performance levels. Ensure that all point values are represented in at least one of the four MLR levels. Also ensure that no point gaps exist between MLR levels.

General Notes:

1. The upper Duty selector is not required when working on this tab (tab 4).



Working With Graded Items - Enter Student Grades Tab 5

Use this form to enter student grades when NOT translating grades into a four level Maine Learning Results (MLR) type of performance standard.

Assessment - Select the appropriate assessment or project.

Whole Class - Click the Whole Class button if a grade record for every student is required for the selected assessment or project.

Select Student - Select the student from the combo box individually if not using the Whole Class feature.

Grade Points - Enter the points achieved by each student on the selected assessment or project.

Grade - SIS will calculate the student grade automatically based on the points assigned to the selected assessment from the Assessments Table.

General Notes:

1. The upper Duty selector is not required when working on this tab (tab 4).